

FOREST GROVE LIBRARY COMMISSION - Annual Retreat
Meeting Date – 6:30PM Tues Mar 14, 2017
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<i>Library Commission approved minutes as presented on Apr 11, 2017.</i>
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1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday Mar 14, 2017.

Members Present: Pamela Bailey, Chair; Kathleen Poulsen, Vice-Chair; Jon Youngberg, Secretary; Elizabeth Beechwood; Nickie Augustine; Mitchell Faris, Student;

Members Absent: None

Staff: Colleen Winters, Library Director

Council Liaison: Timothy Rippe (not present)

Others: None

2. ADDITIONS/DELETIONS:

Election of Library Commission Officers for 2017.

MOTION: Pamela moved, seconded by Elizabeth, to re-elect the current 2016 slate of Library Commission officers for 2017. **MOTION CARRIED** by all.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Feb 6, 2017:

MOTION: Kathleen moved, seconded by Jon, to approve the Feb 6, 2017 minutes as presented. **MOTION CARRIED** by all.

4. CITIZEN COMMUNICATIONS: None.

5. INFORMATIONAL ITEMS:

5a. FOUNDATION REPORT: Colleen Winters shared comments about the activities of the Library Foundation of Forest Grove:

a) Held a board meeting today.

b) Discussed progress on the "Garden Project" outside on south and southwest sides of library. Hiring landscape designer. Several phases of project. Several elements, maybe a water feature, maybe a monument for Dick Ginsburg. Will not require fundraising.

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- c) "Sense of Arrival" to children's area of the library progress discussed. Artwork planning begun. Library Foundation will provide funding. The Forest Grove Arts Commission will do a "Call For Art". This is moving forward.
- d) See the Library Foundation of Forest Grove's web site (www.fglf.org).

5b. FRIENDS REPORT: Colleen Winters shared comments about the activities of the Friends of the Forest Grove Library:

- a) Will hold Friends Annual Meeting Wed April 5 at 5:30PM in the Rogers Room. The past year will be reviewed and officers will be elected for the coming year. Bylaw changes will be considered.
- b) Online book sales continue to do very well for the Friends. 10 purchased books were mailed out in one day.
- c) The Spring Used Book Sale in the Rogers Room is coming soon. Set up will be Apr 12-14, 2017. The Used Book Sale will be Mon-Sat of the next week. Volunteers are needed for setting up and for the sales desk.
- d) The Friends web site is at: fglibraryfriends.org.

5d. LIBRARY DIRECTOR'S REPORT: Colleen Winters reported these items:

- a) **Volunteer Coordinator position.** Jessica F promoted to this Library Associate position. She has been replaced by Robert G, to start at the end of March to the 24 hrs/week Library Assistant position doing mostly cataloging work.
- b) **Library's Budget.** Colleen working on annual budget, due very soon, as part of the City's budget process. Vacant positions, possible additional library open hours, and work on the Strategic Plan are being considered during this work.
- c) **President's Day Feb 20 (Mon).** Library was closed for staff in-service meetings. There is an increased presence of "homeless" people who spend all day in the library with many belongings. How best to manage this? This is a city-wide problem. Have useful information about local places that can help them? Additional training for library staff is scheduled Apr 6, 2017.

How does the library staff want to address these sorts of activities, such as sleeping during the day on the floor by the fireplace in a sleeping bag? Both shelters in Forest Grove closed last week for the season. Need to have consistent use of the Behavior Policy, but also do so with compassion.

6. DISCUSSION OF ITEMS:

- a) **Library Policy Updates.** The City Council is scheduled to deal with the proposed Behavior and Exclusion policy changes at their April 10, 2017 meeting.

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b) WCCLS “Cultural Pass to Adventure”. Library visitors will be able to reserve these passes online soon, making that process easier.

c) Review of Library Commission's 2016 Goals.

“Forest Grove Library Commission's informal job description: Act as an advisory commission to the Library Director and to the City Council.” Goals:

- (1) Review planned and actual implementation of the library's Strategic Plan for 2016 through 2018.
- (2) Consider the following three issues in some depth:
 - Additional library open hours
 - Opening the back entrance of the library
 - “Alternative Collections” or a “Library of Things”
- (3) Decide on a survey of Forest Grove residents that might support Goal 2 decision-making, as well as perhaps covering other issues.
- (4) Show appreciation for library staff, in a variety of ways.
- (5) Attend any city events that concern the Forest Grove City Library.
- (6) Host a friendly and informal “Gathering of the Groups” evening social event at least once every two years.
- (7) Perform library policy reviews, as requested. Be part of a general policy review process. Help the library to get current on status of its policies.”

d) Progress made on the Library Commission's 2016 Goals.

(1) There were some results on all of the Strategic Plan items, despite considerable library staff disruptions in 2016. All had some progress & activity during 2016.

* **Teen Outreach**

* **Technology**

* **Latino Outreach/Services**

* **Center of Culture/Build a Community**

(2) At least some progress was made on the three issues that the Library Commission was to start examining in 2016.

* **Additional Library Open Hours:** Survey held by Library Commission and results reported. Colleen has asked her library staff to study how to possibly open the library ½ hour earlier some mornings of the week, and how to possibly keep the library open ½ or 1 hour later Thursday, Friday, and maybe Saturday afternoons.

* **Opening of back entrance of library:** Library Commission subcommittee study completed and reported. Will continue to open the back entrance for special occasions and events. Security and staffing issues currently do not allow back entrance to be open during most library open hours.

* **“Library of Things”:** Informative field trip to Hillsboro Brookwood Library branch, and discussion at more than one Library Commission meeting with many ideas gathered.

(3) Paper survey on Additional Library Open Hours (and how patrons use the library) was completed in the library during Oct 2016 by the Library Commission.

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- (4) During April 2016, some cards and goodies were given to library staff to show our appreciation for them, during National Library Week.
- (7) Two library policy reviews were completed by the Library Commission during 2016, and they were forwarded to the Forest Grove City Council for approval.

e) Proposed 2017 Library Commission Goals.

“Act as an advisory commission to the Library Director and to the City Council.”

Continue work on issues that have already been identified:

(1) Strategic Plan for 2016 to 2018 – Staff Part. The Library Commission reviews activities and gives advice.

- * Teen Outreach
- * Technology
- * Latino Outreach/Services
- * Be a Center of Culture/Build a Community

(2) Strategic Plan for 2016 to 2018 – Library Commission Part. The Library Commission will continue to study of these items, as needed, reviewing activities and giving advice.

- * Extra Library Open Hours
- * Opening of Back Entrance to Library
- * “Alternative collections and services”/ “Library of Things” items.

(3) Policy Inventory and Review. The Library Commission will perform library policy reviews and give advice, as requested. Be part of a general policy review process. Help the library to get current on status of its policies. The library staff will work on the policy inventory & status, perhaps on a regular schedule of every three years. Liz Swenson, a library volunteer, will help with the policy inventory.

(4) Survey in 2017. Library staff are considering a survey perhaps going out with the utility bill in the Fall of 2017, asking what keeps residents from visiting the library more often. Library Commission should review and give advice.

(5) National Library Week celebration. Help with ideas and activities for celebration of National Library Week, in April 2017.

(6) Library Staff Appreciation. Help show appreciation for library staff in 2017. Cards, goodies, etc are some ideas. Could bring to our next Library Commission meeting Apr 11, 2017.

(7) “Gathering of the Groups”. Host this friendly and informal evening social event at least once every two years. Gathers all the “groups” that support the Forest Grove City Library.

Consider other issues that might need to be examined in 2017:

(1) Revisit library fines and fine structure, and any other issues brought up by WCCLS actions and decisions. Library Commission reviews issue and gives advice, as needed.

(2) Review issue of increased homeless use of library. Library Commission

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reviews issue and gives advice, if requested.

(3) "Gathering of Library Boards and Commissions". Host and facilitate a possible meeting of western Washington County library boards and commissions, for an informal discussion of issues of common interest. This is the result of an Oct 2016 joint meeting with the Hillsboro Library Board.

f) Revisit Teen space & furniture issue, from the 2016-2018 Strategic Plan. Colleen mentioned that the Library Commission needs to study this in 2017, and is waiting to see how things go in the "Young Adult" area. Do we ask grownups to leave the "Young Adult" area after 3pm (after school hours)? Who would police this area? How to get library visitors to do the right thing themselves? There are plenty of hints that the area is for "Young Adults". Kathleen suggested a larger, yet friendly sign. One problem is traffic through area to get to restrooms.

g) Revisit "Alternative Collections and Services"/"Library of Things" issue from 2016-2018 Strategic Plan. Colleen requested further Library Commission ideas and advice. Pamela and Elizabeth suggested that the library start small, and that there was no need to try to match the Hillsboro library in the number or types of items offered. Kathleen mentioned board games or crafts, mostly for teens. Also, hold games nights or events, perhaps a family game night. Kathleen also suggested partnering with other organizations, with items that could be checked out at the library.

The Library Commission again mentioned issues with this item: staff time requirements, storage area required, item acquisition costs, and how to check out the "Library of Things" items. They would not be listed on the WCCLS catalog, etc.

Colleen said she would take these ideas to the library staff. She mentioned that this item could be also be considered to be part of the 2016-2018 Strategic Plan "Center of Culture"/"Build a Community" category.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tues Apr 11, 2017 at 6:30PM in the Rogers Room at the library.

8. ADJOURNMENT:

Hearing no further business, Chair Bailey adjourned the meeting at 8:30PM.

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary